

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**

**PHARMACIST SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists with responsibility for a pharmacy program or specialty area, or as an administrative assistant to an administrator. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

**Position Code Title – Pharmacist Specialist-2**

**Pharmacist Specialist 13**

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

**Position Code Title – Pharmacist Specialist-3**

**Pharmacist Specialist 14**

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

First-level specialists are classified at the advanced level of the Pharmacist job.

**JOB CONCEPTS**

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

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Administrative Assistant jobs predominately and essentially function to advise and assist an administrator in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

#### **Administrative Assistant**

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

#### **Specialist**

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Prepares special studies and reports.

Determines pharmaceuticals program needs in a state facility and coordinates with medical and nursing service requirements.

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Compounds and dispenses drugs and medicines prescribed by physicians, dentists, or other authorized medical personnel.

Manufactures pharmaceutical preparations and fills orders to supply facility resident areas.

Makes and approves substitutions of comparable drugs for drugs with trade names.

Prepares solutions and sterile vehicles.

Consults with staff physicians in the use, characteristics, and effects of drugs.

Monitors stocks of drugs and chemicals.

Procures drugs, medications, supplies, etc. as required.

Responds to inquiries concerning drug contents, dosages, etc.

Maintains records, and prepares reports of all narcotics and alcohol dispensed.

May perform related essential functions appropriate to the class and other nonessential functions as required.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

#### **Administrative Assistant**

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

#### **Specialist**

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

#### **Administrative Assistant and Specialist**

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the need, preparation, and use of reports.

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Knowledge of the principles and practices involved in the compounding and dispensing of the prescriptions.

Knowledge of the calculation of doses and the preparation and use of percentage and stock solutions.

Knowledge of pharmaceutics, drugs, narcotics, and poisons.

Knowledge of the basic sciences underlying pharmacy, such as chemistry, biology, and physics.

Knowledge of pharmacy, drug, narcotic, and related laws of the state.

Knowledge of stock control and record keeping related to the work.

Knowledge of the processes concerned in the manufacture of pharmaceutical preparations.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others effectively.

### **Working Conditions.**

Typical work activities involve frequent and prolonged periods of standing and walking.

Typical work activities may involve some exposure to aggressive clientele.

Some jobs require an employee to work in adversarial situations.

Some jobs require direct contact with prisoners.

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

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### **Physical Requirements**

The job duties require an employee to stand for long periods.

The job duties require an employee to work under stressful conditions.

### **Education**

Possession of a bachelor's degree in pharmacy.

### **Experience**

#### **Pharmacist Specialist 13**

Four years of experience as a pharmacist, including two years of experience equivalent to a Pharmacist P11.

OR

One year of experience equivalent to a Pharmacist 12.

#### **Pharmacist Specialist 14**

Five years of experience as a pharmacist, including three years of experience equivalent to a Pharmacist P 11.

OR

Two years of experience equivalent to a Pharmacist 12.

OR

One year of experience equivalent to a Pharmacist Specialist 13.

### **Special Requirements, Licenses, and Certifications**

Full Michigan licensure to engage in the practice of pharmacy.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
PHARMASPL	Pharmacist Specialist

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Pharmacist Specialist-2	PHARSPL2	H21-024
Pharmacist Specialist-3	PHARSPL3	H21-025